

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE C-17
NO.PAGE
NO. 1.

1. Requesting Agency DORCHESTER COUNTY	2. Division or Bureau of Requesting Agency SUPERVISOR OF ASSESSMENT
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3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	ASSESSMENT DOCKETS There are 157 volumes with varying dates from 1850 through 1910 and an estimated 200 volumes for the several levies since 1910. The records prior to 1850 were destroyed by fire. Dockets of the various levies since 1852 have been retained permanently. Entries are made by district. RECOMMENDATION: RETAIN PERMANENTLY.	Approved Hall of Records Commission
2.	TRANSFER CARDS These 4" x 6" cards show district number, date, grantee, grantor, description of property, assessment, the attorney's name and, on the reverse, certification that the taxes on the property have been paid and the transfer noted in the assessment record. The earliest date found for these records was 1943. These are in the basement vault, along with the Transfer Cards for the years 1944 and 1945. Later transfer cards are in the Assessment Office. They are prepared at the time of transfer of property and are used for making the proper entries in the Assessment books. There is occasional reference to them thereafter. However, all pertinent information can be obtained from several other sources. There is no need for them after the recommended retention period. An estimated one cubic foot of material will be destroyed upon approval of this schedule. RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.	Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

<i>Reginald A. Jones</i> Signature	<i>Supervisor of Assessment</i> Title	<i>January 25, 1955</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Feb. 10, 1955
Date*Morris S. Radloff*
Archivist*FEB 14 1955*
Date*J. McElusker*
Secretary